



How to use the MinSkole/MinBarnehage web publishing system

(An introduction for staff members)

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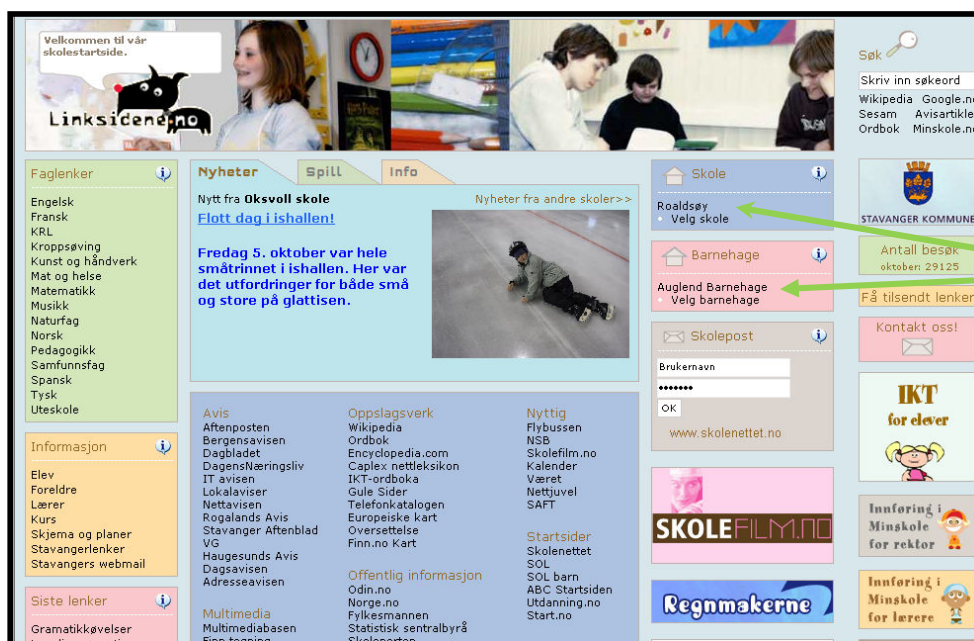
This user manual is intended for staff members in conjunction with the following web publishing systems:

www.minskole.no , www.minskule.no , www.minbarnehage.no , www.linksidene.no



Logging in:

1. In order to publish content on the school's website one must first be logged in. In order to do so first go to one of these web sites: www.linksidene.no , www.minskole.no , www.minskule.no , www.minbarnehage.no and select your school/kindergarten at the top right. (If you don't find your school/kindergarten in the list, you can also enter the direct web address. E.g: Solbakken school uses the address: www.linksidene.no/solbakken)
2. Click "Log in" in order to go to the login screen.
3. Enter the username and password you received. (Ask your IT leader, principal or head office if you have not received a login).





Enter username and password:

Username:

Password:

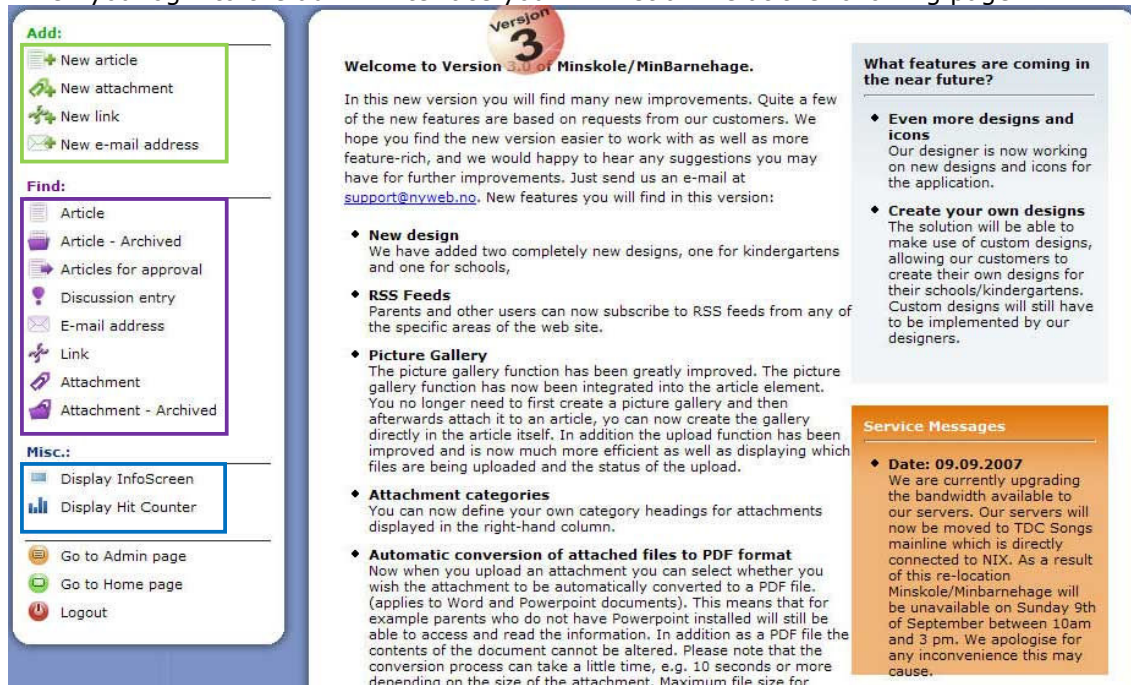
[Sign in](#)

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3.

The Admin Interface:

When you login to the admin interface you will first arrive at the following page:



Add:

- New article
- New attachment
- New link
- New e-mail address

Find:

- Article
- Article - Archived
- Articles for approval
- Discussion entry
- E-mail address
- Link
- Attachment
- Attachment - Archived

Misc.:

- Display InfoScreen
- Display Hit Counter
- Go to Admin page
- Go to Home page
- Logout

Welcome to Version 3.0 of Minskole/MinBarnehage.

In this new version you will find many new improvements. Quite a few of the new features are based on requests from our customers. We hope you find the new version easier to work with as well as more feature-rich, and we would be happy to hear any suggestions you may have for further improvements. Just send us an e-mail at support@nyweb.no. New features you will find in this version:

- New design**
 We have added two completely new designs, one for kindergartens and one for schools.
- RSS Feeds**
 Parents and other users can now subscribe to RSS feeds from any of the specific areas of the web site.
- Picture Gallery**
 The picture gallery function has been greatly improved. The picture gallery function has now been integrated into the article element. You no longer need to first create a picture gallery and then afterwards attach it to an article, you can now create the gallery directly in the article itself. In addition the upload function has been improved and is now much more efficient as well as displaying which files are being uploaded and the status of the upload.
- Attachment categories**
 You can now define your own category headings for attachments displayed in the right-hand column.
- Automatic conversion of attached files to PDF format**
 Now when you upload an attachment you can select whether you wish the attachment to be automatically converted to a PDF file. (applies to Word and Powerpoint documents). This means that for example parents who do not have Powerpoint installed will still be able to access and read the information. In addition as a PDF file the contents of the document cannot be altered. Please note that the conversion process can take a little time, e.g. 10 seconds or more depending on the size of the attachment. Maximum file size for

What features are coming in the near future?

- Even more designs and icons**
 Our designer is now working on new designs and icons for the application.
- Create your own designs**
 The solution will be able to make use of custom designs, allowing our customers to create their own designs for their schools/kindergartens. Custom designs will still have to be implemented by our designers.

Service Messages

- Date: 09.09.2007**
 We are currently upgrading the bandwidth available to our servers. Our servers will now be moved to TDC Songs mainline which is directly connected to NIX. As a result of this re-location Minskole/Minbarnehage will be unavailable on Sunday 9th of September between 10am and 3 pm. We apologise for any inconvenience this may cause.

The left menu displays all the available options, while the right-side displays information on what is new in the current version, service messages, upcoming features and tips & tricks.

As a staff member you can add new:

- Articles
- Attachments
- Links
- E-mail addresses

You can also find and display items already published on the website.

You also have access to the InfoScreen and Hit Counter.

Adding a new article:

1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required.
2. Choose how long the article should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
3. Select where the article is to be published. Cross off one or more menus/groups where you wish the article to be published.
4. Select whether the article is to be published on the home page and whether it is always to be displayed at the top of the page. (N.B: Let "No" remain selected if the article isn't of high priority.)
5. Enter your name.
6. Enter a title for the article.
7. In this field you can upload files that you wish to use in the article. These can be pictures, text files, videos, etc. Click "Add files" to find the files you wish to add. Then select the files you wish to include and click "Open" to finish adding the files.
8. Once you have added the files, and their file names are displayed in the "Upload table", click "Upload files". (The files are now ready to use and will be shown in the column to the right of the "Introduction" and "Text" boxes when you click the "Insert file/picture" button and select the file(s) you wish to use from the ones you uploaded.

The screenshot shows the 'Add: New article' web form. On the left is a sidebar with navigation links. The main form area contains fields for article status, validity dates, publication options, author information, and a file upload section. Numbered annotations (1-8) point to specific elements: 1 points to the 'Status' radio buttons (Published/Draft); 2 points to the 'Valid till' buttons (Select date/Until summer); 3 points to the 'Publish under left-menu option' checkboxes (Home, Student Council, MYP, About Us, PYP, SFO); 4 points to the 'Place the article first on the list (high priority)' radio buttons (Yes/No); 5 points to the 'By:' text input field; 6 points to the 'Title:' text input field; 7 points to the 'Upload picture/video or document files' table; and 8 points to the 'Add files...' and 'Upload files' buttons.

Add:

- New article
- New attachment
- New link
- New e-mail address

Find:

- Article
- Article - Archived
- Articles for approval
- Discussion entry
- E-mail address
- Link
- Attachment
- Attachment - Archived

Misc:

- Display InfoScreen
- Display Hit Counter
- Articles on Home page
- Published articles by type
- Change field values
- Configuration document

Menus and users:

- New menu option
- Display menu options
- New user
- Display users
- Show subscribers
- Go to Admin page
- Go to Home page
- Logout

Article

Status

☒ Published ☐ Draft

Valid from: 02.01.2008

Valid till:

Publish under left-menu option:

☐ Home ☐ Student Council ☐ MYP ☐ About Us ☐ PYP ☐ SFO

Place the article first on the list (high priority):

☒ Yes ☐ No

By:

Title:

Upload picture/video or document files:

Filename	Size	Status

Introduction:

Continued ...

Introduction:

Font størrelse -- Font familie --

Insert icon (9)

Insert file/picture (12)

10

Text:

Font størrelse -- Font familie --

Insert icon (12)

Insert file/picture (12)

11

9. To add an icon click "Insert icon". You can now select from the in-built icon database.

Or, to add one of the files you uploaded click "Insert file/picture", then select a file. It is now shown in the right column and can be clicked to insert it into the introduction box.

10. Enter an introduction text. Do not write too much: 6-10 lines is enough.
11. Enter the main text of your article here.
12. Click "Insert icon" to add icons from the built-in icon database or click "Insert file/picture" to choose from the files you uploaded earlier. Everything you enter/insert in the text box can be rearranged and ordered as you would in word processing software.

Add discussion forum option to article:

☐ Yes (13) ☒ No (15)

Do you want the text box to be password protected?

☐ Yes ☒ No

Save article

13. If you don't wish to use the discussion forum feature let "No" remain selected. Click "Yes" if you wish to include a discussion at the bottom of the article. (see pt. 14)

Add discussion forum option to article:

☒ Yes (14) ☐ No

Active discussion: (Deactivated discussion entries).

☒ Yes (16) ☐ No

Enter the e-mail address that will approve discussion entries:

Do you want the text box to be password protected?

☒ Yes (16) ☐ No

Enter the password which will be needed to view of the text box:

Save article (17)

14. If you have selected "Yes" at pt 13, the extra field "Active Discussion" is displayed. In the yellow field you must enter your e-mail address so that new discussion entries are sent to you for approval.
15. If you wish to password protect the contents of the text box click "Yes".
16. Enter your password here. (Make sure the password consists of both numbers and letters for added security.)
17. Click "Save article".

Adding a new attachment:

This function is used when one wants to publish a file, examples of which can be bulletins, week or month plans, PowerPoint presentations, etc. All attachments are shown in the right column of the page they are published on.

The screenshot shows the 'Add' menu on the left and the 'Attachment' form on the right. Numbered callouts indicate the following steps:

- 1:** Select 'New attachment' in the 'Add' menu.
- 2:** Select 'Published' under 'Status'.
- 3:** Select one or more 'Publish under left-menu option' checkboxes (e.g., Home, Education Program).
- 4:** Select a category from the 'Category' dropdown menu.
- 5:** Enter a title in the 'Heading' text field.
- 6:** Click 'Browse...' under 'Insert file:' to upload a file.
- 7:** Select 'No' for 'Convert the file attachment to PDF format?'.
- 8:** Click 'Save attachment' at the bottom of the form.

1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the attachment should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the attachment is to be published. Cross off one or more menus/groups where you wish the attachment to be published.
3. Select an existing category for the attachment or create a new one.
4. Enter a title for the attachment.
5. If you wish you can add an icon (optional).
6. Click "Browse" to find the file you wish to publish. (All attachments to be published must be saved on a PC before they can be published).
7. Select if you wish the attachment to be automatically converted to PDF format.
8. Click "Save attachment"

Adding a new link:

This function is used to create links to external websites or internal pages.

1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the link should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the link is to be published. Cross off one or more menus/groups where you wish the link to be published.
3. Enter a title for the link. You can enter any text you wish e.g. "EU Directive – Primary School Curriculum".
4. Enter the web address (URL) in this field. E.g.: <http://www.udir.no/grep> (Check that the address works by clicking the "Go to" button.)
5. Click "Save link" to save the new link.

The screenshot shows the 'Add: New link' form. On the left is a sidebar with navigation links. The main form area contains fields for 'Status', 'Valid from', 'Valid till', 'Publish under left-menu option', 'Link title', 'URL', and a 'Save link' button. Green circles with numbers 1 through 5 are placed over specific elements, with arrows pointing to them from the right. Circle 1 points to the 'Status' section. Circle 2 points to the 'Publish under left-menu option' checkboxes. Circle 3 points to the 'Link title' input field. Circle 4 points to the 'URL' input field. Circle 5 points to the 'Save link' button.

Add:

- New article
- New attachment
- New link**
- New e-mail address

Find:

- Article
- Article - Archived
- Articles for approval
- Discussion entry
- E-mail address
- Link
- Attachment
- Attachment - Archived

Misc:

- Display InfoScreen
- Display Hit Counter
- Articles on Home page
- Published articles by type
- Change field values
- Configuration document

Menu and users:

Link

Status

☒ Published ☐ Draft

Valid from: 02.01.2008

Valid till:

Publish under left-menu option:

- ☐ Home
- ☐ Education Program
- ☐ Parent Council
- ☐ Holiday List
- ☐ How to apply
- ☐ News
- ☐ School Fees
- ☐ School Philosophy

Link title:

URL:

Adding an e-mail address:

This function is used to display e-mail addresses for relevant contact persons throughout the website.

1. Choose whether you wish to "Publish" or make a "Draft" that you can continue working on later. By default today's date is entered as the "Valid from" date, choose another date if required. Choose how long the e-mail address should display on the website ("Valid to" date). Click on the "Select date" button or the "Until summer" button as required.
2. Select where the e-mail address is to be published. Cross off one or more menus/groups where you wish the e-mail address to be published.
3. Enter the person's name (first name followed by surname).
4. Enter the e-mail address (Make sure it is written correctly).
5. Click "Save e-mail address".

The screenshot shows the 'Add: New e-mail address' form. The left sidebar contains navigation links under 'Add:', 'Find:', 'Misc:', and 'Menus and users:'. The main form area is titled 'E-mail address' and contains the following fields and options:

- Status:** Radio buttons for 'Published' (selected) and 'Draft'.
- valid from:** Text field with '02.01.2008' entered.
- valid till:** Text field with buttons 'Select date' and 'Until summer'.
- Publish under left-menu option:** A list of checkboxes for various menu items: Home, Education Program, Parent Council, Holiday List, How to apply, News, School Fees, and School Philosophy.
- Name:** Text field.
- E-mail address:** Text field.
- Save e-mail address:** Button.

Numbered annotations (1-5) are placed on the form to correspond with the steps in the list above:

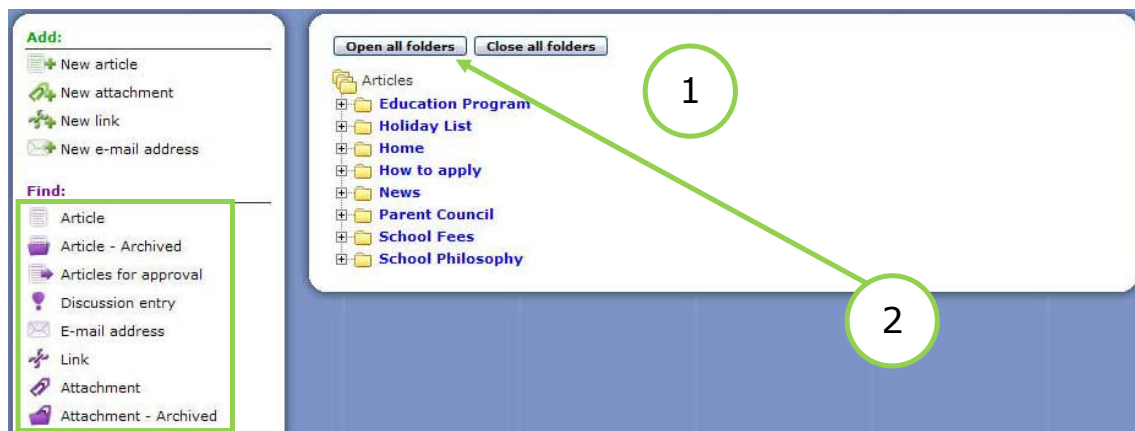
- 1: Status radio buttons.
- 2: Publish under left-menu option checkboxes.
- 3: Name text field.
- 4: E-mail address text field.
- 5: Save e-mail address button.

Finding content:

The functions available under the "Find" section are purely for finding items/elements throughout the website. These functions can be used to find the following:

- **Articles:** These are articles that have been published
- **Articles – archived:** These are articles that are past their "Valid to" date
- **Articles for approval:** These are articles written by users who cannot publish directly, and must have their articles approved. E.g. students.
- **Discussion entry:** This is a list of all discussion entries that are associated with different articles.
- **E-mail address:** This is a list of all e-mail addresses defined throughout the website.
- **Links:** This is a list of all links defined throughout the website.
- **Attachments:** This is a list of all published attachments.
- **Attachments – archived:** This is a list of all archived attachments.

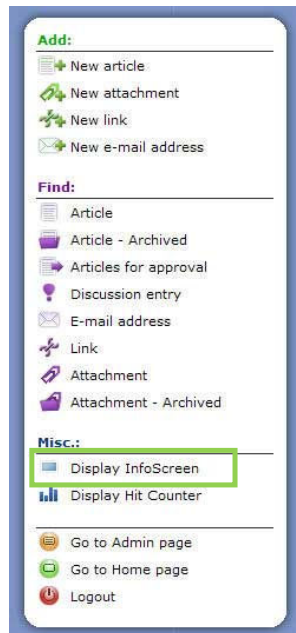
The above-mentioned functions work in the same manner, so the following example makes use of the "E-mail address" function to illustrate how they work:



1. This list displays all groups and menus where e-mail addresses are currently defined.
2. In order to see which e-mail addresses are defined on each menu/group click "Open all folders". An expanded list is now displayed.
3. Click on a specific e-mail address to make changes or to delete it.



Displaying the InfoScreen:



Many schools/kindergartens make use of this function to send information and messages to, and from, the administration and staff. Click "Show InfoScreen" in the menu to the left.

1. Messages which are for **all** are displayed in the grey area.
2. Messages for **individuals** are shown here under the grey area. Click on the name to read the message.
3. The message is displayed in its own window.
4. Click on the 'Edit' icon next to the name to delete the message once you have read it, or click "Back to InfoScreen" if you wish the message to continue being displayed.

1. Messages which are for **all** are displayed in the grey area.

2. Messages for **individuals** are shown here under the grey area. Click on the name to read the message.

3. The message is displayed in its own window.

4. Click on the 'Edit' icon next to the name to delete the message once you have read it, or click "Back to InfoScreen" if you wish the message to continue being displayed.

5. To create a new message, click "New message" and the following window is displayed.

6. Select whether the message is for All or is a Personal message.

7. Select the required time period.

8. Enter a title for the message.

9. Enter a message text.

10. Enter who the message is from.

11. Click "Save" to finish the message.

Tip: Some organisations choose to display the InfoScreen in areas where staff congregate – for example the post boxes or the staff room.

Displaying the Hit Counter:

This function displays the number of visitors the website has had each month. Click "Display Hit Counter" in the menu on the left and the following window is displayed:



Logging out:

It is important that you remember to click "Logout" when you are finished using the system. (Just clicking "Go to Home page" does not log you out of the system.)



Support:

If you have questions or require assistance please contact us by e-mail at:
support@nyweb.no